

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-12-017

OPEN TO: All interested candidates

POSITION: Acquisition and Assistance Specialist

OPENING DATE: October 04, 2012

CLOSING DATE: October 17, 2012

WORK HOURS: 40 hours/week

SALARY: (JD15,298 – JD25,243)
Position Grade Level 10

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for three Acquisition Specialists for the Acquisition and Assistance Office (AAO). This is a Personal Services Contract (PSC) position, grade FSN-10. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate may be employed at a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-10 level. USAID/Jordan will select more than one candidate with this solicitation.

Basic Function:

The AAO manages a complex direct portfolio of awards valued at nearly \$528 million covering a wide variety of programs including highly visible Democracy and Governance programs, vitally-needed work force development and economic growth programs, critical water and environment programs, and large school construction projects. The AAO team provides a whole range of procurement support to the Project Office Teams, from inception and design of awards (i.e., contracts and assistance instruments), through solicitation, negotiation, award, administration and close-out.

This is a Mid-level Acquisition and Assistance (A&A) Specialist position in the Acquisition and Assistance Office (AAO), USAID/Jordan. The primary purpose of this

position is to serve as an Acquisition and Assistance Specialist responsible for supporting the Technical Project Office Teams. The incumbent works directly under the administrative and technical supervision of the Supervisory Contracting Officer. The incumbent performs a full range of procurement activities for commodities and technical services through various Acquisition and Assistance modalities, such as: Purchase Orders, Indefinite Quantity Contract (IQC) Task/Delivery Orders, contracts, and other earmarked assistance instruments as appropriate.

Major Responsibilities:

Pre-award, Award, and Contract Administration

The incumbent performs a full range of pre- and post-award duties applying acquired procurement skills and knowledge involving acquisition and assistance actions to accomplish program objectives for USAID/Jordan. S/he assists USAID/Jordan Strategic Objective Teams (SOTs) with achieving implementation results. The incumbent is responsible for preparing contract documents from the solicitation stage to the final contract award.

The incumbent ensures compliance with Federal Acquisition Regulation (FAR) and USAID Acquisition Regulation (AIDAR) requirements for all types of procurements ranging from simplified acquisitions to complex multimillion dollar technical assistance awards, including the publication of synopses and solicitations as prescribed.

These actions consist primarily of professional technical services and assistance by applying acquisition and assistance knowledge, skills and abilities while working independently on activity design and other acquisition and assistance related assignments. The type of procurements includes but is not limited to contracts, grants, and cooperative agreements.

The incumbent prepares and issues Requests for Quotes (RFQs), Requests for Proposals (RFPs), and Requests for Applications (RFAs) as appropriate, to obtain supplies and services, frequently resulting in multi-million dollar awards. The incumbent prepares synopses for publication and announcement on the FedBizopps and Grants websites. The incumbent assists with pre-award assessment surveys of potential contractors or recipients to ensure eligibility before an award is made.

The incumbent receives proposals and quotations according to established FAR procedures and ensures their safe custody. The incumbent performs initial evaluation of price and cost proposals for both acquisition proposals and assistance proposals. S/he analyzes cost proposals to forecast expected changes in labor or material costs and to understand assumptions made by offerors. S/he conducts negotiations for the award terms and conditions, performs and substantiates cost analysis. Oversees and/or serves as a member of the evaluation panels. S/he helps ensure compliance with all procurement integrity requirements.

The incumbent drafts Memoranda of Negotiations for approval by the Supervisory Contracting Officer. The incumbent ensures all relevant and required clauses and

standard provisions are incorporated into the award document. S/he helps prepare the contract or award document for signature of the Contracting/Agreement Officer.

The incumbent conducts post-award contract and grant administration. S/he works closely with the Legal Advisor and Controller to resolve legal or financial issues related to A&A instruments in the client portfolio. The incumbent reviews and recommends approval or disapproval of sub-contracts or sub-grants to the Supervisory Contracting Officer. S/he studies requests for change orders and claim documents and, independently, or under the guidance of the Supervisory Contracting Officer in particularly contentious cases, negotiates the requests with the contractors and prepares settlement agreements for signature by the Supervisory Contracting Officer. The incumbent helps conduct post-award briefings, reviews and recommends approval or disapproval of subcontracts by the prime contractor or grantee and other key administrative actions by awardees, such as salary rate approvals, international travel requests, etc.

The incumbent works with the Supervisory Contracting Officers Representative (COR) or Agreement Officers Representative (AOR) to ensure proper execution of a full range of administrative functions post award. S/he helps ensure CORs/AORs operate within the parameters of the Acquisition & Assistance instruments and the scope of the CORs/AORs delegation of authority.

The incumbent monitors implementing partners for possible irregularities with execution of the award, and recommends specific remedies.

The incumbent works closely with the Office of Financial Management (OFM), the Regional Inspector General (RIG) and the Regional Legal Advisor (RLA) to resolve issues associated with audit findings. S/he helps ensure timely preparation and posting of Contractor Performance Assessment Reports (CPARS).

Procurement Planning

The incumbent assists the Supervisory Contracting Officer in developing and administering the annual Procurement Plan. S/he will provide consultative advice with regards to statements of work, program descriptions, and/or specifications under the guidance for the Supervisory Contracting Officer. Must develop proficiency in the use of the Agency's contract writing system and attend all necessary training sessions.

The Acquisition & Assistance Specialist participates in meetings on strategy development and procurement planning. S/he collates data, prepares and updates tracking tools to monitor pending procurements. The incumbent participates in discussions with Project Teams on choice of appropriate procurement instruments, conducts preliminary reviews of statements of work, program descriptions, or technical specifications to ensure completeness and appropriateness, works with Project Teams to help prepare justifications, waivers and other necessary approvals when needed, and reviews Global Acquisition and Assistance System (GLAAS) requisitions for completeness and clarity before endorsing them to the Supervisory Contracting Officer.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submission fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. A Bachelor's degree in one of the following fields is required: Business Administration, Finance, Marketing, Commerce, Management, Economics, Law, Accounting, Public Administration, and/or International Affairs.

Supporting documentation (i.e. a copy of bachelor's degree diploma) must be included in the application for eligibility purposes.

2. Minimum four years of progressively responsible experience in acquisition and grant making for technical assistance projects or closely related field with international organizations, host country development organizations, and/or for profit business entities is required. Must have demonstrated experience in negotiation and administration of acquisition and grant awards.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or the candidate will be tested again.
4. Skills & Abilities:
 - a) Must have demonstrated excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in work statements, program descriptions and independent government cost estimates.
 - b) Must have demonstrated the ability to absorb highly complex information from a variety of technical documents and regulations and recall the information (e.g. researching regulatory guidance) essential in order to interpret and apply the information to real-life situations.
 - c) Must have demonstrated ability to negotiate and represent the US Government's best interests to both US and local individuals, most of whom will hold high level positions within their organizations.
 - d) Must have demonstrated excellent organizational/time management skills to perform work on many actions at the same time, keeping them all moving

forward to completion even though each is at a different life-cycle stage with minimal supervision. Must have excellent interpersonal skills.

- e) Must have demonstrated ability to analyze evaluation of contractor performance against stated criteria and numerical rating.
- f) Must have demonstrated strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing and spreadsheets. Must have demonstrated ability to navigate and research the Internet.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criteria in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Current internal Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply. Current internal Mission employees serving a probationary period are not eligible to apply.

Interested applicants for this position should submit the below listed forms electronically to: Email: usaidemployment@state.gov

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:
http://jordan.usembassy.gov/job_opportunities.html

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.